

### DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 1ST FIGHTER WING LANGLEY AIR FORCE BASE VA



7 JAN 1949

#### MEMORANDUM FOR

FROM: 1 CONS/LGCW
74 Nealy Ave., Suite 101
Langley AFB, VA 23665-0775

SUBJECT: Solicitation Mailing List Application, Standard Form 129

- 1. In response to your request to be placed on our Bidder's Mailing List, a Solicitation Mailing List Application (Standard Form 129), a Procurement Source Class/Federal Supply Group (PSC/FSG) Index and a Request for Cage Code (DD Form 2051), if required, are attached. This package was designed to assist both your firm and the Air Force to identify exactly what you want to sell to the Air Force. FSG Index identifies those broad groups of products or services your firm can provide. This information will be put into our automated system that may select your firm to provide price quotes for items within the PSC/FSG Index you indicated. When requirements are processed, the computer provides a list of vendors (on a rotation basis) who can supply that item.
- 2. Please include your "zip plus 4" code with your address. If your firm has several divisions, applications should be prepared for each division concerned. In addition, it is the responsibility of your firm to keep this office notified of any changes to your organization, address, point of contact, product line, etc.
- 3. If your firm has a minimum order limitation, please indicate this amount immediately after the focal point and the telephone number in block 10 as "minimum order amount \$ ".
- 4. Carefully select the classes, from the Procurement Source Class/Federal Supply Group (PSC/FSG) Index List, which you can furnish and enter the corresponding two (2) digit codes in block 10 of the Standard Form 129. Upon receipt of this information the Stock Class Source Code Listings (six digit codes) for the stock classes indicated on the SF 129 will be returned to you for completion. It is these six digit SCSC codes that will identify commodities/services your firm provides to our automated rotating source selection program. Contractors providing goods or services not procured for the installations are not retained in our source file.
- 5. With all the emphasis on government policies regarding socioeconomic programs, you are requested to pay particular attention to block 12. Firms must be identified by size (i.e., large or small) and status (i.e., economically or socially disadvantaged). Please add a notation if you are a disadvantaged firm as defined on the reverse of the SF 129.

- 6. DD Form 2051, Request for Assignment of a Commercial and Government Entity (Cage) Code. The Air Force has further directed that a DD Form 2051 are included in the package for completion of Section B if your firm has not already been assigned a cage code. The cage code is assigned by the Defense Logistics Services Center (DLSC) in Battle Creek, MI, and serves to permanently tie a particular vendor/contractor to a unique five digit alphanumeric code. The Cage Code is becoming increasingly important with the implementation of Electronic Commerce/Electronic Data Interchange (EC/EDI). The DOD Electronic Commerce will provide detailed information on EC/EDI upon request. They can be reached at 1-800-334-3414.
- 7. Please return all completed forms to:

1 CONS/LGCW 74 NEALY Ave., Ste 101 Langley AFB, VA 23665-0775

8. Thank you for your interest in Air Force Contracting. Our staff is standing by to assist you. If you have any questions please call the Management Analysis Branch at (804) 764-7707.

TODD W. KLOPP, Lt Col, USAF Commander, 1<sup>st</sup> Contracting Squadron

#### Attachments:

- 1. SF 129
- 2. Federal Supply Group Index
- 3. DD Form 2051

SOLICITATION	MAILI	NG LIST A	PPLICATION		YPE OF AP		EVISION	2. DATE		FORM APPROVED OMB NO. 3090-0009
NOTE-Please complete	all items	on this form	. Insert N/A in ite	ms no	t applicab	e. See re	verse for	Instructions	5.	
BASE CONTRACTING P.O. BOX 775 LANGLEY AFB, VA	OF FEDE IP code) B DIVIS	ION	TO WHICH FORM	is -	4. NAME	ND ADD	ress of 7	APPLICANT	(Include co	ounty and ZIP code)
3. TYPE OF ORGANIZAT		•	ORGANIZATION		6. ADDRE then I te	\$5 TO WH n 4)	IICH SOLI	CITATIONS	ARE TO B	E MAILED (If different
PARTNERSHIP		CORPORATIO	N, INCORPORATED AWS OF THE STAT	E OF:						
			7. NAMES OF OFFI	CERS.	OWNERS,	OR PART	NERS	<del></del>	<del></del>	
A. PRESIDENT			B. VICE PRESIDEN	(T			C. SEC	RETARY		
D. TREASURER E. OW			E. OWNERS OR PA	RTNE	RS					
S. AFFILIATES OF APPL	CANT (No	mes, locations	and nature of affillat	tion. 8	ee definitio	1 ON 769676	10.)	<del></del>		
	. •						•			
							CAGE	CODE		
							TAXPA	AYER ID	NUMBE	R
	9. PERSO	NS AUTHORIZ	ED TO SIGN OFFE	RS AN	D CONTRA	CTS IN Y	OUR NAM	E (Indicate to	( agent)	
	NAME					L CAPAC				O. (Include area code)
11A. SIZE OF BUSINESS	(8ee defini	tions on	118. AVERAGE NI (Including of the ING CALEND	JMBE	OF EMPL FOR FOUR JARTERS	OYEES PRECED	110.	VERAGE A	NNUAL \$2	ALES OR RECEIPTS EE FISCAL YEARS
SMALL BUSINESS [ ] (If checked, complete	b	OTHER THAN								
12. TYPE OF OWNERSHI		BUSINESS	13. TYPE OF BUSI	NESS	See definiti	one on res	eree)			
reverse) (Not applicable businesses)			MANUFACTI OR PRODUCT	ER		GULAR D	EALER		STRUCTIC CERN	SURPLUS DEALER
DISADVANTAGED BUSINESS		WOMAN- OWNED BUSINESS	SERVICE ESTABLISHM	MENT	$\Box$	GULAR D <del>≈ 2</del> )	_	L DĒVI	EARCH AN ELOPMEN	
14. DUNS NO. (If available	,)				13. HOW L	ONG IN P	RESENT	USINESS?		
16.	FLOOR SE	ACE (Bauere f	ret)				17.	NET WOR	TH	<del></del>
A. MANUFACTURING		B. WAREHO			A. DATE	<del> </del>		S. AMO		
		18. SECURIT	Y CLEARANCE (1)							
	OP SECRE	T SECRET CO	ONFIDENTIAL C. N	AMES	OF AGEN	IES WHIC	H GRANT	ED SECURI	TY CLEAR	RANCES (Include deter
B. PLANT ONLY		<del> </del>								
CERTIFICATION — I cert earn) in any connection w Federal Government from	ith the app	pilicant as a prid	scipel or officer, so t	for as i	s known, is	now depa	rred or oth	verwise decisi	red ineligib	nor any person (Or con- le by any agency of the
19. NAME AND TITLE OF					20. SIGNA					21. DATE SIGNED
NSN 7540-01-152-8084 PREVIOUS EDITIONS UN	NUSABLE		<del></del>	129	-106			Presc	NDARD For its control of the control	

#### **INSTRUCTIONS**

Persons or concerns wishing to be added to a particular agency's bidder's mailing list for supplies or services shall file this properly completed and certified Solicitation Mailing List Application, together with such other lists as may be attached to this application form, with each procurement office of the Federal agency with which they desire to do business. If a Federal agency has attached a Supplemental Commodity list with instructions, complete the application as instructed. Otherwise, identify in Item 10 the equipment supplies and/or services on which you desire to bid. (Provide Federal Supply, Class or Standard Industrial Classification Codes if available.) The application shall be submitted and signed by the principal as distinguished from an agent, however constituted.

After placement on the bidder's mailing list of an agency, your failure to respond (submission of bid, or notice in writing, that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item) to solicitations will be understood by the agency to indicate lack of interest and concurrence in the removal of your name from the purchasing activity's solicitation mailing list for the items concerned.

## SIZE OF BUSINESS DEFINITIONS (See Item 11A.)

- a. Small business concern—A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is competing for Government contracts and—can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)
- b. Affiliates—Business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other, or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriaté factors including common ownership, common management, and contractual relationship. (See Items 8 and 11A.)
- c. Number of employees—(Item 11B) In connection with the determination of small business status, "number of employees" means the average employment of any concern, including the employees of its domestic and foreign affiliates, based on the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods of the preceding 12 months. If a concern has not been in existence for 12 months, "number of employees" means the average employment of such concern and its affiliates during the period that such concern has been in existence based on the number of persons employed during each of the pay periods of the period that such concern has been in business.

## TYPE OF OWNERSHIP DEFINITIONS (See Item 12.)

a. "Disadvantaged business concern"—means any business concern (1) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (2) whose management and daily business operations are controlled by one or more of such individuals.

b. "Women-owned business"—means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

## TYPE OF BUSINESS DEFINITIONS (See Item 13.)

- a. Manufacturer or producer—means a person (or concern) owning, operating, or maintaining a store, warehouse, or other establishment that produces, on the premises, the materials, supplies, articles, or equipment of the general character of those listed in Item 10, or in the Federal Agency's Supplemental Commodity List, if attached.
- b. Service establishment—means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of nonpersonal services, such as (but not limited to) repairing, cleaning, redecorating, or rental of personal property, including the furnishing of necessary repair parts or c. supplies as part of the services performed.
- c. Regular dealer (Type 1)—means a person (or concern) who owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, or equipment of the general character listed in Item 10, or in the Federal Agency's Supplemental Commodity List, if attached, are bought, kept in stock, and sold to the public in the usual course of business.
- d. Regular dealer (Type 2)—In the case of supplies of particular kinds (at present, petroleum, lumber and timber products, machine tools, raw cotton, green coffee, hay, grain, feed, or straw, agricultural liming materials, tea, raw or unmanufactured cotton linters and used ADPE), Regular dealer means a person (or concern) satisfying the requirements of the regulations (Code of Federal Regulations, Title 41, 50-201.101(a)(2)) as amended from time to time, prescribed by the Secretary of Labor under the Walsh-Healey Public Contracts Act (Title 41 U.S. Code 35-45). For coal dealers see Code of Federal Regulations, Title 41, 50-201.604(a).
- COMMERCE BUSINESS DAILY—The Commerce Business Daily, published by the Department of Commerce, contains information concerning proposed procurements, sales, and contract awards. For further information concerning this publication, contact your local Commerce Field Office.

For sale by the Superintendent of Documents, U.S. Government Printing Office Washington, D.C. 20402

## USAF PROCUREMENT SOURCE CLASS (PSC) AND SUFFIX FEDERAL SUPPLY GROUP (FSG) INDEX

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GROUP 10 WEAPONS
  ) GROUP 12 FIRE CONTROL EQUIPMENT
 ) GROUP 13 AMMUNITION AND EXPLOSIVES
   GROUP 25 VEHICULAR EQUIPMENT AND COMPONENTS
   GROUP 26 TIRES AND TUBES
   GROUP 28 ENGINES, TURBINES AND COMPONENTS
   GROUP 29 ENGINE ACCESSORIES
   GROUP 30 MECHANICAL POWER TRANSMISSION EQUIPMENT
   GROUP 31 BEARINGS
   GROUP 32 WOODWORKING MACHINERY AND EQUIPMENT
   GROUP 34 METALWORKING MACHINERY
 ) GROUP 35 SERVICE AND TRADE EQUIPMENT
  ) GROUP 36 SPECIAL INDUSTRY MACHINERY
  ) GROUP 37 AGRICULTURAL MACHINERY AND EQUIPMENT
 ) GROUP 38 CONSTRUCTION, MINING, EXCAVATING AND HIGHWAY MAINTENANCE EQUIPMENT
   GROUP 39 MATERIALS HANDLING EQUIPMENT
   GROUP 40 ROPE, CABLE, CHAIN AND FITTINGS
   GROUP 41 REFRIGERATION, AIR CONDITIONING AND AIR CIRCULATING EQUIPMENT
   GROUP 42 FIREFIGHTING, RESCUE AND SAFETY EQUIPMENT
 ) GROUP 43 PUMPS AND COMPRESSORS
 ) GROUP 44 FURNACE, STEAM PLANT, DRYING EQUIPMENT AND NUCLEAR REACTORS
  ) GROUP 45 PLUMBING, HEATING AND SANITATION EQUIPMENT
 ) GROUP 46 WATER PURIFICATION AND SEWAGE TREATMENT EQUIPMENT
 ) GROUP 47 PIPE, TUBING, HOSE AND FITTINGS
 ) GROUP 48 VALVES
  ) GROUP 49 MAINTENANCE REPAIR SHOP EQUIPMENT
 ) GROUP 51 HAND TOOLS
 ) GROUP 52 MEASURING TOOLS
 ) GROUP 53 HARDWARE AND ABRASIVES
  ) GROUP 54 PREFABRICATED STRUCTURES AND SCAFFOLDING
  ) GROUP 55 LUMBER, MILWORK, PLYWOOD AND VENEER
 ) GROUP 56 CONSTRUCTION AND BUILDING MATERIALS
   GROUP 58 COMMUNICATION, DETECTION AND COHERENT RADIATION EQUIPMENT
   GROUP 59 ELECTRICAL AND ELECTRONIC EQUIPMENT COMPONENTS
   GROUP 60 FIBER OPTICS MATERIALS, COMPONENTS, ASSEMBLIES AND ACCESSORIES
 ) GROUP 61 ELECTRIC WIRE AND POWER AND DISTRIBUTION EQUIPMENT
 ) GROUP 62 LIGHTING FIXTURES AND LAMPS
 ) GROUP 63 ALARM, SIGNAL AND SECURITY DETECTION SYSTEMS
  ) GROUP 65 MEDICAL, DENTAL AND VETERINARY EQUIPMENT AND SUPPLIES
 ) GROUP 66 INSTRUMENTS AND LABORATORY EQUIPMENT
 ) GROUP 67 PHOTOGRAPHIC EQUIPMENT
 ) GROUP 68 CHEMICALS AND CHEMICAL PRODUCTS
   GROUP 69 TRAINING AIDS AND DEVICES
 ) GROUP 70 GENERAL PURPOSE AUTOMATIC DATA PROCESSING EQUIPMENT (INCLUDING
             FIRMWARE), SOFTWARE, SUPPLIES AND SUPPORT EQUIPMENT
 ) GROUP 71 FURNITURE
 ) GROUP 72 HOUSEHOLD AND COMMERCIAL FURNISHINGS AND APPLIANCES
 ) GROUP 73 FOOD PREPARATION AND SERVICING EQUIPMENT
( ) GROUP 74 OFFICE MACHINES, TEXT PROCESSING SYSTEMS AND VISIBLE RECORD EQUIPMENT
( ) GROUP 75 OFFICE SUPPLIES AND DEVICES
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## USAF PROCUREMENT SOURCE CLASS (PSC) AND SUFFIX FEDERAL SUPPLY GROUP (FSG) INDEX

( )	) GROUP	76	BOOKS, MAPS AND OTHER PUBLICATIONS
( )	) GROUP	77	MUSICAL INSTRUMENTS, PHONOGRAPHS AND HOME TYPE RADIOS
(	) GROUP	78	RECREATIONAL AND ATHLETIC EQUIPMENT
	) GROUP	79	CLEANING EQUIPMENT AND SUPPLIES
(	) GROUP	80	BRUSHES, PAINTS, SEALERS AND ADHESIVES
( )	) GROUP	81	CONTAINERS, PACKAGING AND PACKING SUPPLIES
( )	) GROUP	83	TEXTILES, LEATHERS, FURS, APPARELS AND SHOE FINDINGS, TENTS AND FLAGS
( )	) GROUP	84	CLOTHING, INDIVIDUAL EQUIPMENT AND INSIGNIA
			TOILETRIES
( )	) GROUP	87	AGRICULTURAL SUPPLIES
(	) GROUP	89	SUBSISTENCE
( )	) GROUP	91	FUELS, LUBRICANTS, OILS AND WAXES
	) GROUP	93	NONMETALLIC FABRICATED MATERIALS
(	) GROUP	95	METAL BARS, SHEETS AND SHAPES
( )	) GROUP	99	MISCELLANEOUS

# USAF PROCUREMENT SOURCE CLASS (PSC) AND SUFFIX SERVICE AND CONSTRUCTION INDEX

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(	)	GROUP	С	ARCHITECT AND ENGINEERING
ì	ĺ	GROUP	n	AUTOMATIC DATA PROCESSING SERVICES
7	ί.			OTHER NATURAL RESOURCES AND CONSERVATION SERVICES
,	1			
				SOCIAL SERVICES
(	)	GROUP	Н	QUALITY CONTROL, TESTING AND INSPECTION SERVICES
(	)	GROUP	J	MAINTENANCE, REPAIR AND REBUILDING OF EQUIPMENT
į				MODIFICATION OF EQUIPMENT
Ĺ	)	GROUP	L	TECHNICAL REPRESENTATIVE SERVICE
				OPERATION OF GOVERNMENT OWNED FACILITY
				INSTALLATION OF EQUIPMENT
(	)	GROUP	Ρ	SALVAGE SERVICES
				MEDICAL SERVICES
(	)	GROUP	R	PROFESSIONAL, TECHNICAL AND MANAGEMENT SERVICES
(	)	GROUP	S	UTILITIES AND HOUSEKEEPING SERVICES
(	)	GROUP	T	PHOTOGRAPHIC, MAPPING, PRINTING AND PUBLICATION SERVICES
(	)	GROUP	U	TRAINING SERVICES
(	)	GROUP	٧	TRANSPORTATION AND TRAVEL
(	)	GROUP	W	LEASE OR RENTAL OF EQUIPMENT
(	)	GROUP	X	LEASE OR RENTAL OF FACILITIES
(	)	GROUP	Y	CONSTRUCTION OF STRUCTURES AND FACILITIES
(	)	GROUP	Z	MAINTENANCE, REPAIR OR ALTERATION OF REAL PROPERTY

REQUEST FOR ASSIGNMENT (	Form Approved OMB No. 0704-0225 Expires May 31, 1990							
SECTION A - TO BE COMPLETED BY INITIATOR :								
1. REQUESTING GOVERNMENT AGENC	//ACTIVITY							
NAME     TYPE CODE REQUESTED (X one) 3.	EXCEPTION CODES	b. ADDRESS (Street, Cit	ry, State and Zip Code)					
	CAO	<b>1</b>						
b. TYPE F b.	ADP	7						
4. INITIATOR								
a. TYPED NAME (Last, First, Middle Initia	b. OFFICE SYMBOL	c. SIGNATURE		d. TELEPHONE NO.				
SE	CTION B - TO BE COMPLETE	ED BY FIRM TO BE	CODED					
1. FIRM								
a. NAME (Include Branch of, Division of,	etc.)	b. ADDRESS (Street, Cit	y, State and Zip Code)					
c. CAGE CODE (If previously assigned)				<u>.</u>				
<ol> <li>IF FIRM PREVIOUSLY OPERATED UND ADDRESS(ES) SPECIFY THE PREVIOUS (Use separate sheet of paper, if necessa</li> </ol>	NAME(S) AND/OR ADDRESS(ES)	3. PARENT COMPANY as applicable)	AND AFFILIATED FIRMS	(X one, and complete				
<b>(</b> ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	•	b. CURRENTLY AFFILIATED WITH OTHER FIRMS (List name(s) and address(es) of such firms on a separate sheet of paper)						
		c. PREVIOUSLY A and address(es	FFILIATED WITH OTHER ) of such firms on a separ	R FIRMS (List name(s) rate sheet of paper)				
a. MANUFACTURER	5. DISADVANTAGED SMALL E	BUSINESS STATUS	6. NUMBER OF EMPL	OYEES				
b. DEALER/DISTRIBUTOR	a. APPROVED BY SMAL	L RUSINESS ADMINIS.	7. WOMAN OWNED	SUSINESS (X one)				
c. CONSTRUCTION FIRM		SECTION 8(a) PROGRAM	a. YES	lb. NO				
d. SERVICE COMPANY	d. SERVICE COMPANY b. OTHER DISADVANTA			DUSTRIAL CLASSIFICATION				
e. SALES OFFICE	FIRM		(SIC) CODE(S)					
f. OTHER (Specify)	c. NOT DISADVANTAGE	ED SMALL BUSINESS	a. PRIMARY					
			b. OTHER (Specify)					
O. FIRM OFFICIAL	<del></del>	· · · · · · · · · · · · · · · · · · ·						
TYPED NAME (Last, First, Middle Initial)	b. DATE SIGNED (YYMMOD)	c. SIGNATURE		d. TELEPHONE NO.				
		•		<u> </u>				

## INSTRUCTIONS FOR COMPLETING DD FORM 2051

### GENERAL NOTE FOR PERSONNEL PREPARING OR PROCESSING THIS REPORT

Coding must be as indicated in the instructions. In cases where specific coding instructions are provided, reference must be made to the Department of Defense Manual for Standard Data Elements, DoD 5000.12-M. Noncompliance with either the coding instructions contained herein or those published in referenced manual will make the organization which fails to comply responsible for required concessions in data base communication.

	SPECIFIC IN	STRUCTION	IS .			
SECTIO	ON A-TO BE COMPLETED BY THE INITIATING GOVERNMENT ACTIVITY	SECTION B - (Continued)				
Item 1:	Self-explanatory.	Item 4:	Self-explanatory.			
Item 2:	Mark the type of code being requested.  Type A - Manufacturers Code which is used in the Federal Catalog System to identify a certain facility at a specific location which is a possible source for the manufacture and/or design control of items cataloged by the Federal Government; or,	Item 5:	A disadvantaged business firm is defined as a firm that is 51%, or more, owned, controlled, and operated by a person(s) who is socially and economically disadvantaged. "Controlled" is defined as exercising the power to make policy decisions. "Operated" is defined as actively involved in the day-to-day management of the firm.			
b.	Type F - Non-manufacturers Code which is	item 6:	Enter the number of employees. This number should include the employees of all affiliates.			
·	required for identifying an organization/ function in MILSCAP. These are assigned to contractors which are non-manufacturers or are manufacturers not qualifying for a Type A Code.	Item 7:	A woman-owned business is defined as a firm that is 51%, or more, owned, controlled, and operated by a woman or women. "Controlled" and "Operated" are as defined in Item 5.			
Item 3:	If applicable, enter the exception DoD Activity Address Code for the Servicing Contract Administration Office (CAO) or ADP point.	Item 8:	The SIC Code is a Government Index used to identify business activity and indicates the function (manufacturer, wholesaler, retailer, or service) and the line of business in which			
Item 4:	Self-explanatory.		the company is engaged. If multiple S Codes, indicate the primary first, ne important, etc.			
	ON B - TO BE COMPLETED BY THE FIRM TO WHICH THE CODE WILL BE ASSIGNED	Items 9 and 10: Self-explanatory.				
Items 1a	and 1b: Self-explanatory.	NOTE:	When any future changes are made to th coded facility; i.e., name change, locatio			
item 1c:	If a CAGE Code (Type A or Type F) was previously assigned, enter it in this block.		change, business sold or operations discontinued, etc., written notification stating the appropriate change should be sent to:			
Item 2:	Self-explanatory.		Commander			
Item 3:	If a block other than "None" is marked, identify the Parent company by a (P) beside the firm name.		Defense Logistics Services Center ATTN: DLSC-FBA Federal Center 74 North Washington Battle Creek, MI 49017-3084			